

Dynamic*Portal* **Quick Reference** **Guide**

Create an Account

Before you can login to DynamicPORTAL™ you must create an account:

- Step 1: Open your internet browser and enter the DynamicPORTAL™ address as follows:
http://hdp.sanantonio.gov/DP1/Metroplex/SanAntonio/login/WIZ_LOGIN.asp
- Step 2: Click on the Create Account button to progress to the next screen
- Step 3: Populate each of the required fields (i.e., Name, Address, Email address, etc.)
- Step 4: Click on the next button to progress to the next screen
- Step 5: Validate all personal information and click on the Finish button

Log in to DynamicPORTAL™

Before you can log in to DynamicPORTAL™ you must create an account:

- Step 1: Open your internet browser and enter the DynamicPORTAL™ address as follows:
http://hdp.sanantonio.gov/DP1/Metroplex/SanAntonio/login/WIZ_LOGIN.asp
 - Step 2: Enter user name in the User Name field
 - Step 3: Enter password in the Password field. Passwords are case sensitive
 - Step 4: Click on the Log In button
 - Step 5: Determine what function you would like to perform.
- ** If you are not the Master Licensee than you will need to be set up as a Contact at the DBSC downtown and show that you are authorized to pull permits under that Master.**

Check the Status of an Application

- Step 1: Open your internet browser and enter the DynamicPORTAL™ address as follows:
http://hdp.sanantonio.gov/DP1/Metroplex/SanAntonio/login/WIZ_LOGIN.asp
- Step 2: Enter user name in the User Name field.
- Step 3: Enter password in the Password field. Passwords are case sensitive.
- Step 4: Click on the Log In button.
- Step 5: In the 'View Applications By:' section on the Welcome page, click on your name to view all permits for you and their status.

Schedule an Inspection

- Step 1: Open your internet browser and enter the DynamicPORTAL™ address as follows:
http://hdp.sanantonio.gov/DP1/Metroplex/SanAntonio/login/WIZ_LOGIN.asp
- Step 2: Enter user name in the User Name field.
- Step 3: Enter password in the Password field. Passwords are case sensitive.
- Step 4: Click on the Log In button.
- Step 5: In the 'Apply Online' section on the left, click on the Schedule Inspection link.
- Step 6: On the Inspection Schedule screen enter the Permit Application # or the between dates for the permit application.
- Step 7: Click on the Search button to view the Permit Application information.
- Step 8: Click on the AP# link to view inspections that need to be scheduled.
- Step 9: Click on the Inspection number.
- Step 10: Enter the Inspection Scheduled date and any location information.
- Step 11: Click the Schedule button.
- Step 12: View your inspection summary and click the Finish button.